

Kent County Council

Job Description: *Business & Democratic Processes Senior Officer*

Directorate:	Children, Young People and Education
Unit/Section:	Corporate Director Office (CYPE CDO)
Grade:	KR10
Responsible to:	Staff Officer to Corporate Director (CYPE CDO)

Purpose of the Job:

To manage, on behalf of the CYPE Directorate, the Council's Democratic Process in relation to Cabinet, Corporate Board, Key Decisions, Forward Plan entries and the Corporate Parenting Panel.

To manage and co-ordinate comprehensive and efficient procedures across CYPE to be used in developing and deploying strategies across a range of systems for Business Continuity Management, Emergency Planning and Resilience.

Main duties and responsibilities:

- To manage the administration support to the Democratic Process within the CYPE Directorate including CYPE Cabinet Committee, Cabinet, Corporate Board, Corporate Parenting Panel, Key Decisions and Forward Plan Entries.
- To provide advice to DMT and senior managers in CYPE to ensure that the Democratic Process is undertaken accordingly within CYPE Directorate and that reports meet the required outcomes in terms content and comply with County Council Standing Orders, the Constitution and Member/Officer Protocol.
- To work effectively across the organization to ensure that the CYPE Directorate has awareness of responsibilities and can deliver priority services in response to emergencies and business interruption. To develop, maintain and evaluate operational resilience plans and arrangements ensuring that all business units have viable and up to date emergency and business continuity plans as part of the Directorate's and KCC's response to emergency events.
- To raise awareness of emergency management through clear communication of information to managers and staff across the Directorate and to work closely with internal and external partners in the Kent Resilience Forum (KRF) to ensure a coordinated response and improved resilience.
- To lead and oversee the Directorate's Annual Governance Statement in line with Corporate Requirements and to follow up as required by Internal Audit. To ensure that AGS is shared bi-annually to DMT as part of Governance oversight.
- To manage and support the CYPE JCC meetings for the Corporate Director and Director Education. To follow up all trade union requests and questions.

- Manage short-term and ad-hoc projects on behalf of the Corporate Director ensuring that information is researched and collated in a format within agreed timescales eg: IMGs, School Term Holiday Dates; Climate Change; responses to Government Consultations.
- Ensure that all Directorate Delegations are regularly reviewed and signed off by the Corporate Director and Head of Counsel in accordance with the KCC Constitution.
- To provide advice and training to CYPs Staff on the Democratic Process and the Statutory Decision Making Process as required.
- To deputise for the Staff Officer as required

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Business & Democratic Processes Senior Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> ECDL intermediate or equivalent NVQ level 3 or above
EXPERIENCE	<ul style="list-style-type: none"> Experience and understanding of KCC's decision making process and the Constitution Experience of data analysis and interpretation Experience of using Excel, i-proc and Oracle Local government experience Experience of liaising with Members and senior officers
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work in a complex environment and respond appropriately and use own judgement Ability to work within tight deadlines, on own initiative and with limited supervision Highly flexible and adaptable to rapidly changing circumstances Excellent communication skills High level of organisational and prioritisation skills Excellent oral and written communication skills Ability to remain resilient under pressure High level of motivation and initiative
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge and understanding of local government and the role of the council Knowledge of the ELS directorate and an awareness of current affairs
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>